U.S. Department of Transportation
United States Coast Guard

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United States Coast Guard

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COMDTNOTE 1414
Mar 6 2002

COMMANDANT NOTICE 1414 CANCELLED: 28 FEB 03

Subj: CH-1 TO THE ENLISTED PERFORMANCE QUALIFICATIONS MANUAL, COMDTINST M1414.8C

1. PURPOSE. This Notice publishes changes to the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C.

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice.

3. SUMMARY OF CHANGES. This Notice updates the Enlisted Performance Qualifications for the EM, FS and GM ratings.

4. PROCEDURES.

   (1) replace TAB 8 pages 1 – 21 with the new EM EPQs TAB 8 pages 1 – 20,

   (2) replace TAB 10 Pages 1 – 22 with the new FS EPQs Tab 10 pages 1 – 2-,

   (3) and replace TAB 12 pages 1 – 9 with the new GM EPQs TAB 12 pages 1 – 9. Insert

R.D. SIROIS /S/
Director of Reserve and Training

Encl: (1) CH-1 to the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C

DISTRIBUTION – SDL No. 139

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	2	2		2	2	1	2	1	1		1	1	1	1	1	1	1	1		1					
B		8	20	1	4	5		3	1	3	2	15	2	30	1	1	2	30	2	2	10	1	3	1	2	1
C	2	1	1	2	1	1		1	1		2	1	1	1	1		1	1		1	1	1	1		1	1
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NON-STANDARD DISTRIBUTION:

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3303C-8 (Rev. 01-02)	**RECORD OF PERFORMANCE QUALIFICATIONS** **EM**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

RATING	**ABBREVIATION**
ELECTRICIAN'S MATE (Effective for the NOV 2002 Active Duty and the OCT 2003 Reserve SWE)	EM

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4	**E-5**	**E-6**
E-7	**E-8**	**E-9**

NAME *(Last, First, Middle Initial)*	**SOCIAL SECURITY NUMBER**

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

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A. ADMINISTRATION

4.01 **Prepare** and **maintain** Megger Card Files IAW Naval Engineering Manual, COMDTINST M9000.6 (series) and CM Plus User Manual

Intent: *Member should understand the purpose for insulation resistance to ground trend analysis. The member should ensure appropriate insulation resistance to ground entries are made on megger cards and follow procedures for reporting negative trends.*

4.02 **Maintain** portable electrical tools log IAW applicable unit Preventative Maintenance System (PMS).

Intent: *The member should maintain an accurate inventory of all portable tools at your unit and identify the personnel responsible for them. The member should track the portable electrical tools and make entries required by the Preventative Maintenance System for portable electrical tool checks.*

4.03 **Maintain** the tag-out and instrument log IAW Equipment Tag-out Procedure, COMDTINST 9077.1 (series).

Intent: *The member should ensure information entered into the log is correct, including the serial numbering system, the list of Authorizing Officers, and blank pages are available for entries, in both Engineering and Operations tag-out logs and IAW published guidelines.*

5.01 **Research** part numbers and prices for parts needed at your unit IAW Supply Policy and Procedures Manual, COMDTINST M4400.19 (series) and CM Plus User Manual and Fed Log user manual and tutorial.

Intent: *The member should identify current part number, source of supply, price, and availability for consumables and material required for corrective and preventative maintenance using Fed Log & CM Plus IAW published guidelines.*

5.02 **Prepare** a procurement request IAW Supply Policy and Procedures Manual, COMDTINST M4400.19 (series), CM Plus User Manual and LUFS.

Intent: *The member should prepare required forms for obtaining parts through both commercial and federal supply systems IAW published guidelines.*

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5.03 **Perform** the following within your unit Preventative Maintenance Program IAW Naval Engineering Manual, COMDTINST M9000.6 (series) and/or CM Plus User Manual, for electrical equipment.

- Provide recommended updates to the Preventative Maintenance System
- Review current Maintenance Procedure Cards (MPC's) for accuracy.
- Schedule unit PMS.
- Submit required PMS reports.

Intent: *The member should understand how to complete changes to, review accuracy of, schedule, and submit reports for, Preventative Maintenance System procedures. The member should ensure that the procedures are carried out and appropriate information is entered into the CM Plus maintenance tracking system IAW published guidelines.*

5.04 **Audit** the tag-out log IAW Equipment Tag-out Procedure, COMDTINST M9077.1 (series).

Intent: *The member should ensure that information entered into the tag out log is accurate, including the proper equipment name, tag locations, currently authorized personnel signatures are entered on the tags and the log, the serial number sequence is maintained, and the audit entry is completed IAW published guidelines.*

6.01 **Prepare** and **submit** a divisional budget IAW all current Coast Guard and Unit instructions.

Intent: *The member should use historical budgetary data, pending unit projects, and current unit shortfalls to submit a budget via your chain of command.*

6.02 **Prepare** a Current Ship's Maintenance Project (CSMP) IAW Naval Engineering Manual, COMDTINST M9000.6 (series).

Intent: *The member should draft and submit an accurate CSMP for their own unit's upcoming dockside or dry-dock availability, ensuring all applicable specifications are addressed, the proper drawings are used as reference, cost estimates are obtained, safety and habitability concerns are addressed, and the project description accurately reflects the scope of work required.*

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6.03 **Prepare** and **maintain** Machinery History files IAW Naval Engineering Manual, COMDTINST M9000.6 (series) and/or CM Plus User Guide.

Intent: *The member should understand the purpose of maintaining Machinery history files. The member should inventory Machinery History cards to ensure all equipment prescribed by the Preventative Maintenance System are monitored. The member should ensure appropriate maintenance entries are made on the cards and make the appropriate Machinery History entries into CM Plus, ensuring all prescribed data is entered.*

6.04 **Prepare** the following casualty report (CASREP) messages IAW Casualty Reporting (CASREP) Procedures (Material), COMDTINST M3501.3 (series), Operational Reports, NWP 1-03.1, chapter 2 (series), MLC Standard Operating Procedures (SOP), and CM Plus User Manual.

- Initial
- Update
- Correction
- Cancellation

Intent: *The member should be able to demonstrate the ability to initiate, modify, and complete a Maintenance Action and the series of CASREP messages associated with the Maintenance Action, on failed equipment.*

6.05 **Submit** an Allowance Change Request (ACR) via Chain of Command to ELC, IAW applicable CALMS/MICA manuals.

Intent: *The member should be able to determine the proper quantity and type of renewal parts or consumables, storage requirements, and prepare the information IAW published guidelines to correct discrepancies in the Combined Onboard Spare Parts Allowance.*

7.01 **Compare** the contents of an approved Current Ships Maintenance Project (CSMP), or Shore Side Maintenance Request (SSMR) with the associated Statement of Work IAW Naval Engineering Manual, COMDTINST M9000.6 (series), MLC specifications, and Civil Engineering Manual, COMDTINST M11000.11 (series).

Intent: *The member should be able to compare the CSMP, or SSMR to contained in the Statement of Work to ensure the proper drawings, references and materials have been used and safety considerations are properly addressed and installation is correctly located.*

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B. GENERAL

4.01 **Operate** the following test equipment as part of a maintenance or repair procedure on Coast Guard equipment IAW the Manufacturers Technical Manuals and Naval Ships Technical Manual, Chapter 491 Electrical Measuring and Test Instruments.

- Analog multimeter
- Clamp-on ammeter
- Digital multimeter
- Megohmmeter
- Phase sequence indicator
- Portable voltage tester

Intent: *The member should demonstrate the proper use of test equipment to measure AC and DC voltage, AC and DC current, resistance, insulation-resistance-to-ground of electrical circuits and the correct phase sequence on multi-phase electrical circuits, ensuring all safety precautions are followed.*

4.02 **Install** the following connectors as part of a maintenance or repair procedure on Coast Guard equipment IAW Electronics Installation and Maintenance Handbook (EIMB) Standards NAVSEA 0967-LP-000-0110.

- BNC (crimp)
- Crimp-on lugs and connectors
- MOLEX
- Multipin cannon plugs
- RS-232
- Solder-on lugs and connectors
- UHF connector to coax

Intent: *The member should understand the proper use of crimping tools, diagonal pliers, linemans pliers, and wire strippers to install the above connectors on cable ends to ensure proper continuity of an electrical circuit dependant upon application. In addition, the member should understand the proper application/situation for each connector used.*

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4.03 Using the following references, Cable Comparison Guide, IEEE STD 45, Naval Ships Technical Manual, Chapter 300 Electric Plant-General, Chapter 310 Power Generators and Conversion Equipment, Chapter 320 Electric Power Distribution Systems, and Chapter 330, **install** the proper wire and cable system as part of a maintenance or repair procedure on Coast Guard equipment, including the following components:

- Bandings
- Cable
- Cable tags
- Connections
- Hangers
- Junction box
- Plugs
- Transits

Intent: *The member should understand the proper installation procedures of wiring and cables from a load to a source. The member must determine the wiring/cable type, current requirement for the load, allowable voltage drop, cable length, suspension type and requirement, connections and protection, depending upon environmental conditions.*

4.04 Given an electronic print and corresponding electronic components of Coast Guard equipment (for example Variable DC power supply, OWS, Gyro compass control circuit, Tank Level Indicator signal distribution card), **troubleshoot** a printed circuit board to component level to include the following components.

- Capacitor
- Diode
- Inductor
- Resistor
- Silicon Controlled Rectifier
- Transistor

Intent: *The member should understand the function of each component in the circuit to determine the cause of the component failure. The member should be able to explain nominal circuit operation including being able to analyze both AC and DC circuits using Ohm's Law, Kirchhoff's Law, etc., to determine expected electrical values, identify all failure symptoms and follow logical procedures to isolate the faulty component. The member must identify the lowest repairable failed component. The member must identify all tools, test equipment, and supplies required. The test equipment must include a digital multimeter, and an oscilloscope.*

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4.05 Given the proper soldering equipment, **renew** a two lead resistor, capacitor, diode, etc. IAW Coast Guard Module Test and Repair (MTR) Program, COMDTINST 4790.2 (series).

Intent: *The member should demonstrate the proper procedure for renewing the above components, ensuring all applicable safety precautions including Electro-Static Discharge Protection, dust and fume protection and proper soldering practices.*

5.01 **Verify** rotating machine speed using a hand held tachometer IAW the Manufacturers Technical Manual.

Intent: *The member should understand the relationship between the generator speed and generator frequency. The member should be able to measure the rotating speed of a generator using a handheld tachometer and using appropriate formula calculate the expected frequency for comparison to the nominal generator frequency.*

5.02 **Troubleshoot** the following sensors and/or transducer types as part of a maintenance, or repair procedure on Coast Guard equipment IAW the Manufacturers Technical Manual:

- 4-20mA
- RTD
- Thermocouple

Intent: *The member should understand the theory of operation of the above sensors and transducer types for monitoring pressure, flow, vacuum, and temperature. The member should be able to demonstrate the proper procedure for locating a faulted sensor or transducer. The member should be able to demonstrate the procedure for checking the calibration of suspect sensors or transducers, and affect repairs or adjust the sensor or transducer to restore the circuit to proper operation.*

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B. SAFETY

4.01 **Don** required safety equipment for the following:

- Battery maintenance IAW Naval Ships Technical Manual, Chapter 313 Portable Storage and Dry Batteries.
- Repair Party Electrician IAW Naval Ships Technical Manual, Chapter 555 Volume 1 Surface Ship Firefighting.
- Volatile lamps IAW Naval Ships Technical Manual, Chapter 422 Navigation and Signal Lights.
- Working aloft IAW Chief of Naval Operations Instruction, OPNAV 5100.10, Naval Safety Precautions for Forces Afloat (series).

Intent: *The member should identify the proper safety equipment required for working on the above systems, or conditions. The member should ensure the proper inspection of safety equipment is completed prior to donning the above safety equipment and performing maintenance on the above systems.*

4.02 **Dispose** of batteries IAW Hazardous Waste Management Manual, COMDTINST M16478.1 (series) and Naval Engineering Manual, COMDTINST M9000.6 (series).

Intent: *The member should understand the safety requirements to be considered when disposing of both primary and secondary cells, or batteries. The member should understand the requirement for stowing and packaging different battery types, paying particular attention to chemical reactivity which can occur if dissimilar battery types are stowed together. The member should understand the requirements to properly package and stow batteries for shipment to the disposal sight, following all applicable published guidelines. The member should complete all required paperwork required for proper battery disposal, ensuring all applicable published guidelines are followed.*

4.03 **Dispose** of lamps IAW Naval Ships Technical Manual, Chapter 330 Lighting and Hazardous Waste Management Manual, COMDTINST M16478.1 (series).

Intent: *The member should understand the safety requirements when disposing of all lamp types, paying particular attention to potential release of hazardous waste, including mercury, to the environment. Particular attention should also be paid to the potential for explosion on High Intensity Discharge and searchlight bulbs. The member should properly package and stow all lamp types for shipment to the disposal sight, following all applicable published guidelines. The member should complete all required paperwork required for proper lamp disposal, ensuring all applicable published guidelines are followed.*

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4.04 **Perform** a Tag-Out IAW Equipment Tag-Out Procedure, COMDTINST 9077.1 (series).

Intent: *The member should understand the requirements for equipment tag-out of all engineering systems. The member should demonstrate the ability to open all sources of power to the circuit, closing all valves on a liquid, or pneumatic system, disabling all starting devices for rotating machines, and disabling/enabling mechanical lockout systems. The member should demonstrate an equipment tag-out acting as the person attaching the tag and as the person checking the tag. The member should demonstrate an equipment tag-in acting as the person removing the tag and as the person checking the tag removal. The member should understand when the equipment or system could be placed back in operation. The member should understand the requirements for acting as the Authorizing Officer. The member should understand the requirements for acting as a Repair Party Activity.*

4.05 **Perform** a portable electric tool safety check IAW the Ships Instruction, OPNAV Instruction 5100.19 (series), Navy Safety Precautions for Forces Afloat and the Naval Ships Technical Manual, Chapter 300 Electric Plant-General.

Intent: *The member should be able to understand the causes and effects of insulation breakdown on portable tools. The member should determine the safety state of portable electrical tools, including the insulation resistance to ground and the resistance of the ground conductor from the case to the ground terminal. The member should demonstrate the procedures for conducting a portable electric tool safety check and identify those conditions under which a portable electric tool would fail the safety check following all Preventative Maintenance Procedures.*

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D. AUXILIARY CONTROL SYSTEMS

4.01 **Troubleshoot** the common faults associated with an auxiliary equipment control circuit as part of a maintenance, or repair procedure on Coast Guard equipment IAW Manufacturers Technical Manual and the Naval Ships Technical Manual, Chapter 300 Electric Plant General, to include the following components:

- Float switch
- Flow switch
- Interlock
- Level switch
- Limit switch
- Pressure switch
- Proximity switch
- Relay
- Solenoid
- Temperature switch
- Thermal expansion valve
- Timer

Intent: *The member should understand the theory of operation and intended purpose of the above components in auxiliary control circuits. The member should demonstrate the proper procedure for determining faulted control circuit components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation.*

5.01 **Troubleshoot** the electrical components of a steering system IAW the Manufacturers Technical Manual, and the Naval Ships Technical Manual, Chapter 562 Surface Ship Steering Systems.

Intent: *The member should understand the theory of operation of a steering system to determine the cause of the failure. The member should be able to demonstrate the proper procedure for determining a faulted steering system electrical component, to include repeaters, electro-hydraulic actuators, and solenoid valves. The components must be adjusted and/or renewed to restore the steering system to proper operation.*

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5.02 **Troubleshoot** a window/windshield wiper system IAW the Manufacturers Technical Manual.

Intent: *The member should understand the theory of operation of a window/windshield wiper system to determine the cause of the failure. The member should demonstrate the proper procedure for determining a faulted window/windshield wiper system electrical component, to include the motor, the speed control rheostat, the power supply/rectifier assembly, and wiper arm gear train. The components must be adjusted and/or renewed to restore the window/windshield wiper system to proper operation.*

6.01 **Troubleshoot** governor control systems IAW the Manufacturers Technical Manual, Naval Ships Technical Manual, Chapter 233 Diesel Engines and Chapter 310 Electric Power Generation and Conversion Equipment.

Intent: *The member should understand the theory of operation of a governor control system. The member should be able to demonstrate the proper procedure for determining a faulted power generation governor control system component to include the electronic governor control, the magnetic pickup, the mechanical and electrical droop adjustments, and the over speed circuit. The member should be able to demonstrate the proper procedure for determining a faulted propulsion governor control system component, including the magnetic pickup, and the voltage to pneumatic signal converter. The member must understand how to adjust and/or renewed components to restore the system to proper operation.*

6.02 **Troubleshoot** an autopilot system IAW the Manufacturers Technical Manual and Naval Ships Technical Manual, Chapter 562 Surface Ship Steering Systems.

Intent: *The member should understand the theory of operation of an autopilot system. The member should demonstrate the proper procedure for determining a faulted autopilot system component to include the gyro input circuit, rudder feedback, sea state compensation circuit, weather state compensation circuit, heading order circuit, and the steering mode selector circuit. Additionally, the following circuits may be included, the Dynamic Positioning System circuit, and Global Positioning System circuit. The member must understand how to adjust and/or renewed components to restore the system to proper operation*

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6.03 **Troubleshoot** an electrical cathodic protection system IAW the Manufacturers Technical Manual and Naval Ships Technical Manual, Chapter 633 Cathodic Protection.

Intent: *The member should understand the theory of operation of a cathodic protection system. The member should demonstrate the proper procedure for determining a faulted cathodic protection system components to include the power supply, the controller, the anode, the reference electrode, the shaft ground assembly, the rudder ground (including stabilizer if installed), and the dielectric shield. The member should ensure that the system output is entered into the Cathodic Protection Log for the purpose of trend analysis. The member must understand how to adjust and/or renewed components to restore the system to proper operation.*

6.04 **Troubleshoot** boiler electrical systems IAW the Manufacturers Technical Manual.

Intent: *The member should understand the theory of operation of a boiler electrical system. The member should be able to demonstrate the proper procedure for determining a faulted boiler electrical system to include the flame sensor circuit, the ignition electrodes, the pressure control circuits, the water control circuits, the fuel oil control circuits, and the temperature control circuits. The member must understand how to adjust and/or renewed components to restore the system to proper operation*

E. BATTERIES

4.01 **Install** multiple batteries IAW the Naval Ships Technical Manual, Chapter 313 Portable Storage and Dry Batteries to include the following configurations:

- Parallel
- Series
- Series-Parallel

Intent: *The member must understand the theory of series, parallel, and series-parallel circuits for calculating desired voltage and current. The member must be able to demonstrate connecting batteries in series, parallel and series-parallel to obtain the desired voltage and current requirements, observing all safety precautions.*

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4.02 **Maintain** batteries IAW the Naval Ships Technical Manual, Chapter 313 Portable Storage and Dry Batteries and applicable unit Preventative Maintenance Procedures to include the following:

- Add distilled water
- Charge batteries IAW the Manufacturers Technical Manual
- Check electrolyte specific gravity, interpret and record readings
- Clean a hydrometer IAW the Manufacturers Technical Manual
- Clean batteries and lubricate terminals
- Fill batteries with pre-mixed electrolyte

Intent: *The member should understand the theory of operation for batteries and their construction. The member should understand the relationship between the specific gravity of the electrolyte and the electrolyte temperature. The member must understand the reason for an initial charge, a normal charge, a boost charge, and a floating charge. The member must demonstrate the proper method of placing batteries in service and/or maintaining batteries in a ready state, following all applicable safety precautions.*

4.03 **Maintain** battery chargers by adjusting the output IAW the Manufacturers Technical Manual, the Naval Ships Technical Manual, Chapter 313 Portable Storage and Dry Batteries, and all applicable unit Preventative Maintenance Procedures.

Intent: *The member should understand the theory of operation of a battery charger. The member should be able to demonstrate the proper method of maintaining battery charger in a ready state, following all applicable safety precautions. Particular attention should be paid to adjusting the battery charger to maintain the connected batteries in a ready state.*

5.01 **Troubleshoot** battery chargers to component level IAW the Manufacturers Technical Manual.

Intent: *The member should understand the theory of operation of a battery charger system. The member should be able to demonstrate the proper procedure for determining a faulted battery charger system component to include, the input circuit breaker/fuses, the rate selector switch, the transformer, the solid-state rectifier, the output fuses. The member should understand how to adjust and/or renewed components to restore the system to proper operation.*

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F. DECK MACHINERY EQUIPMENT

4.01 **Maintain** electrical and electronic components of deck machinery IAW the Manufacturers Technical Manual, Naval Ships Technical Manual, Chapter 581 Anchoring and all applicable Preventative Maintenance Procedures.

Intent: *The member should understand the electrical theory of operation of deck machinery. The member should demonstrate the ability to determine the proper operating state of interlock switches, proximity switches, limit switches, load cells, operating switches, heater elements, quick disconnects, cannon plugs, and electromagnetic brakes of deck machinery equipment to ensure proper equipment operation.*

4.02 **Troubleshoot** the common faults associated with electrical and electronic components of deck machinery IAW the Manufacturers Technical Manual.

Intent: *The member should understand the theory of operation of deck machinery systems to determine the cause of the failure. The member should demonstrate the proper procedure for determining a faulted deck machinery system component to include, interlock switches, proximity switches, limit switches, load cells, operating switches, heater elements, quick disconnects, cannon plugs, and electromagnetic brakes. The member must understand how to adjust and/or renewed components to restore the system to proper operation.*

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G. GALLEY, SCULLERY, AND LAUNDRY EQUIPMENT

4.01 **Troubleshoot** the common faults associated with the following equipment IAW the Manufacturers Technical Manual, Naval Ships Technical Manual Chapter 512 Fans, Chapter 651 Commissary Equipment, Chapter 655 Laundry and Dry Cleaning, and NAVSEA S9555 AR-MMO-010 Fire Extinguishing System, Deep Fat and Donut Fryer.

- Deep fat fryer
- Galley equipment
- Galley fire suppression system
- Galley ventilation system
- Laundry equipment
- Scullery equipment

Intent: *The member should understand the theory of operation of the above equipment. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the equipment to proper operation.*

H. GENERATORS, MOTORS AND CONTROLLERS

4.01 **Troubleshoot**, to the component level the common faults associated with a non-electronic controller IAW the Manufacturers Technical Manual, Naval Ships Technical Manual Chapter 300 Electric Plant-General, and Chapter 302 Electric Motors and Controllers, to include the following components:

- Auxiliary contacts
- Contactor
- Control transformer
- Fuses
- Interlocks
- Overloads
- Relays
- Switches
- Timers

Intent: *The member should understand the theory of operation and intended purpose of the above components in a non-electronic controller. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation.*

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4.02 **Troubleshoot** the common faults associated with a Silicon Controlled Rectifier (SCR) drive controller IAW the Manufacturers Technical Manual.

Intent: *The member should understand the theory of operation of a Silicon Controlled Rectifier (SCR) drive controller. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation.*

5.01 **Renew** a direct drive AC motor IAW the manufacturers Technical Manual.

Intent: *The member should demonstrate the ability to renew a direct drive AC motor, following all applicable safety precautions. The member should understand the importance of proper motor-to-equipment alignment and soft foot adjustments. The member should demonstrate proper motor-to-equipment alignment procedures and soft foot adjustments to minimize vibration, excessive torque, and wear.*

5.01 **Maintain** motors and generators (AC and DC) IAW the Manufacturers Technical Manual, the Naval Ships Technical Manual Chapter 300 Electric Plant General, Chapter 302 Electric Motors and Controllers, and Chapter 310, Electric Power Generators and Conversion Equipment to include the following:

- Check air gap
- Check phase balance/rotation
- Check winding temperature
- Inspect brushes
- Inspect brush riggings
- Renew bearing
- Renew brushes

Intent: *The member should understand the reason for performing the above tasks to ensure optimal motor and generator performance. The member should be able to demonstrate the proper method of performing the above tasks.*

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I. INTERIOR COMMUNICATIONS SYSTEM

4.01 **Troubleshoot** sound powered phone system IAW the Manufacturers Technical Manual and Naval Ships Technical Manual Chapter 430 Interior Communications Installations.

Intent: *The member should understand the theory of operation of a sound powered phone system. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation. Particular attention should be paid to identifying and correcting the following conditions: grounds, opens, and shorts.*

4.02 **Troubleshoot** call bell system IAW the Manufacturers Technical Manual and Naval Ships Technical Manual Chapter 430 Interior Communications Installations.

Intent: *The member should understand the theory of operation of a call bell system. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation. Particular attention should be paid to identifying and correcting the following conditions: grounds, opens, and shorts.*

4.03 **Troubleshoot** a common fire alarm system IAW the Manufacturers Technical Manual.

Intent: *The member should understand the theory of operation of a fire alarm system. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation. The member should understand detector location requirement, including heat sensing and ionization type detectors, to ensure the proper type of detection. Particular attention should be paid to identifying and correcting the following conditions: grounds, opens, shorts, and the terminating resistor requirement*

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5.01 **Troubleshoot** rudder angle indicator system IAW the Manufacturers Technical Manual.

Intent: *The member should understand the theory of operation of a synchro driven rudder angle indicator system, to include receivers, transmitters, and current transform. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the system to proper operation. Particular attention should be paid to identifying and correcting the following conditions: grounds, opens, shorts, proper connection of stator and rotor leads for correct synchro system response, and the criticality of adjusting the stacked switch which controls rudder feedback.*

5.02 **Troubleshoot** wind direction (HD) and speed (HE) indicator system IAW the Manufacturers Technical Manual.

Intent: *The member should understand the theory of operation of a synchro driven wind direction (HD) and speed (HE) indicator system, to include receivers, transmitters. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation. Particular attention should be paid to identifying and correcting the following conditions: grounds, opens, shorts, proper connection of stator and rotor leads for correct synchro system response, and proper alignment of the direction detector to the ship centerline.*

5.03 **Troubleshoot** salinity indicator system IAW the Manufacturers Technical Manual.

Intent: *The member should understand the theory of operation of a salinity indicator system. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the system to proper operation. Particular attention should be paid to identifying and correcting the following conditions: grounds, opens, shorts, and the temperature compensation circuit.*

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5.04 **Troubleshoot** the common faults associated with the following Interior Communications (IC) Alarm systems IAW the Manufacturers Technical Manual and the Naval Ships Technical Manual Chapter 430 Interior Communications Installations:

- Bilge flooding (FD)
- CO_2 flooding (FR)
- High temperature (F)
- Intrusion alarm (FZ)
- Loss of ventilation (HF)

Intent: *The member should understand the theory of operation and intended purpose of the above Interior Communications systems to include the following types of switches/detectors: level (FD), flow (FR and HF), temperature (F), and supervised (FZ). The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation.*

5.05 **Conduct** preventive maintenance procedures on a basic gyrocompass and associated equipment IAW the Manufacturers Technical Manual.

Intent: *The member should understand the theory of operation of a gyrocompass system and it's associated equipment including the Electronic Control Unit, (ECU), switching unit, power converter, repeaters, signal amplifiers, and alarm and error detection circuits. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components. Particular attention should be paid to identifying and correcting the following conditions: grounds, opens, shorts, proper connection of stator and rotor leads for correct repeater response, and proper alignment of the gyro sphere to the ship centerline.*

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J. LIGHTING SYSTEMS

4.01 **Troubleshoot** the common faults associated with the following lighting systems:

- Battery operated portable and permanent lighting systems IAW the Manufacturers Technical Manual, and the Naval Ships Technical Manual Chapter 330 Lighting.
- Deck lighting systems IAW the Manufacturers Technical Manual, and the Naval Ships Technical Manual Chapter 330 Lighting.
- Explosion-proof lighting systems IAW the Manufacturers Technical Manual, and the Naval Ships Technical Manual Chapter 330 Lighting.
- Fluorescent lighting systems IAW the Manufacturers Technical Manual, and the Naval Ships Technical Manual Chapter 330 Lighting.
- Incandescent lighting systems IAW the Manufacturers Technical Manual, and the Naval Ships Technical Manual Chapter 330 Lighting.
- Navigational lighting systems IAW the Manufacturers Technical Manual, and the Naval Ships Technical Manual Chapter 422 Navigational and Signal Lights.

Intent: *The member should understand the theory of operation and intended purpose of the above normal and emergency lighting systems including, voltage sensitive relays operating, contacts, switches, ballasts, starters, bulbs, and fixtures. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation. Particular attention should be paid to identifying and correcting the following conditions: grounds, opens, shorts, maintaining seal integrity of explosion-proof fixtures, the environmental conditions under which explosion-proof fixtures can be maintained, and the criticality of dual filament bulbs in navigation lighting systems.*

4.02 **Troubleshoot** darken ship switches IAW the Manufacturers Technical Manual and the Naval Ships Technical Manual Chapter 330 Lighting.

Intent: *The member should understand the theory of operation of darken ship switches to restore the equipment to proper operation. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation. Particular attention should be paid to identifying and correcting the following conditions: grounds, opens, shorts, and the proper adjustment of the switch.*

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4.03 **Troubleshoot** search/signal lights IAW the Manufacturers Technical Manual and the Naval Ships Technical Manual Chapter 422 Navigation and Signal Lights.

Intent: *The member should demonstrate the proper procedure for determining faulted components to include; starting circuit, operating circuit, ballast circuit, chassis, and the yoke. The member must understand how to adjust/renew defective components to restore the circuit to proper operation. Particular attention should be paid to identifying and correcting the following conditions: proper handling of bulbs to prevent premature failure or explosion, and reflector cleanliness.*

4.04 **Troubleshoot** the common faults associated with the telltale panels IAW the Manufacturers Technical Manual and the Naval Ships Technical Manual Chapter 422 Navigation and Signal Lights.

Intent: *The member should understand the theory of operation of telltale panels to restore the equipment to proper operation to include the annunciators, current sensitive relays, indicator lamps, buzzers, switches, fuses, and dimmer control. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation. Particular attention should be paid to identifying and correcting the following conditions: grounds, opens, and shorts.*

5.01 **Troubleshoot** the common faults associated with the Visual Landing Aids (VLA) system IAW the Manufacturers Technical Manual, Naval Air System Command NAVAIR 51-50ABA-1 Air Capable Ships and the Naval Air Technical Manual NAVAIR 51-5B-2 Stabilized Glide Slope Indicator.

Intent: *The member should understand the theory of operation of the Visual Landing Aids (VLA) system to restore the equipment to proper operation to include homing beacon, wave-off light, line up lights, extended line-up lights, Hot In Flight Refueling (HIFR) lights, deck surface floodlights, vertical drop line lights, touch down light, edge lights, control stations, motor driven variable transformers, and bulbs. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation.*

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K. POWER DISTRIBUTION SYSTEM

4.01 **Rig** the casualty power system IAW the Naval Ships Technical Manual Chapter 079 Volume 3 Damage Control-Engineering Casualty Control.

Intent: *The member should understand the purpose of the casualty power system. The member should demonstrate the ability to rig casualty power cable from load to source following all applicable safety precautions.*

4.02 **Perform** basic switchboard operations IAW local operating procedures.

Intent: *The member should understand the theory of operation of a basic switchboard to include the following, monitoring equipment, circuit breakers, and control devices, The member should be able demonstrate the ability to parallel a generator to bus, parallel bus-to-bus, single up on a generator, balance true power load when in parallel, balance reactive load when in parallel, and maintain proper power factor.*

4.03 **Troubleshoot** a basic electric power distribution system.

Intent: *The member should understand the theory of operation of a power distribution system to include the switchboard, load centers, bus transfer units, types and purpose of circuit breakers, the purpose of selective tripping, switches, and junction boxes. The member should demonstrate the ability to interpret electrical distribution system prints to include: cable length, cable size, cable type, load, physical components location, and source.*

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5.01 **Troubleshoot** the following power distribution system components IAW the Manufacturers Technical Manual, the Naval Ships Technical Manual Chapter 300 Electric Plant General, and Chapter 320 Electric Power Distribution Systems. • Bus transfer equipment (Both automatic and manual bus transfer units) • Distribution circuit breakers • Distribution panels • Ground detection systems • Load centers • Power factor correction equipment • Power transformers • Shore tie cables • Shore tie connectors • Shore tie receptacles ***Intent:*** *The member should understand the theory of operation and intended purpose of the above power distribution system components. The member should demonstrate the proper procedure for determining faulted components, isolation of the defective components, renewal of the defective components, and/or adjustment of the components to restore the system to proper operation.*		

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5.02 **Troubleshoot** a switchboard, to the component level, IAW the Manufacturers Technical Manual, the Naval Ships Technical Manual Chapter 235 Electric Propulsion Installations, Chapter 300 Electric Plant General and Chapter 320 Electric Power Distribution Systems, for the following components:

- Circuit breakers
- Indicating lights
- Meters – Voltmeter, Ammeter, Frequency meter, Wattmeter, Synchroscope, Power Factor, Phase Sequence Indicator
- Potential and Current transformers
- Potentiometer
- Reverse Power Relay
- Rheostat
- Speed control circuit
- Synchronizer
- Voltage regulators

Intent: *The member should understand the theory of operation and intended purpose of the above switchboard components. The member should demonstrate the proper procedure for determining faulted components, isolation of the defective components, renewal of the defective components, and/or adjustment of the components to restore the system to proper operation.*

5.03 **Troubleshoot** the common faults associated with the following power conversion equipment IAW the Manufacturers Technical Manual and the Naval Ships Technical Manual Chapter 310 Power Generators and Conversion Equipment.

- Converters
- Motor-generator set
- Static inverter
- Uninterruptible Power Supply (UPS)

Intent: *The member should understand the theory of operation and intended purpose of the above power conversion equipment. The member should demonstrate the proper procedure for determining faulted components, isolation of the defective components, renewal of the defective components, and/or adjustment of the components to restore the system to proper operation.*

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L. PROPULSION SYSTEMS

5.01 **Perform** air gap readings on propulsion motors and/or generators IAW the Manufacturers Technical Manual, the Naval Ships Technical Manual Chapter 235 Electric Propulsion Installations, Chapter 300 Electric Plant General, and all applicable Preventative Maintenance Procedures.

Intent: *The member should understand the reason for performing air gap readings on propulsion motors and generators to ensure optimal motor and generator performance. The member should demonstrate the proper method of performing an air gap reading, and ensure all readings are recorded and compared to previous readings for trend analysis of bearing wear and internal component alignment.*

5.02 **Perform** dielectric absorption checks on propulsion motors and/or generators IAW the Manufacturers Technical Manual, the Naval Ships Technical Manual Chapter 300 Electric Plant General and all applicable Preventative Maintenance Procedures.

Intent: *The member should understand the reason for performing dielectric absorption checks on propulsion motors and generators to ensure optimal motor and generator performance. The member should demonstrate the proper method of performing a dielectric absorption check, and ensure all readings are recorded and compared to previous readings for trend analysis of insulation dielectric strength.*

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6.01 **Maintain** the following components of a diesel-electric propulsion system IAW the Manufacturers Technical Manual, the Naval Ships Technical Manual Chapter 235 Electric Propulsion Installations, Chapter 300 Electric Plant General, Chapter 310 Power Generators and Conversion Equipment, and all applicable Preventative Maintenance Procedures.

- Brushes and brush riggings
- Commutator
- Connections
- Exciters
- Main contactors

Intent: *The member should understand the reason for maintaining the above components to ensure optimal diesel-electric propulsion system performance. The member should demonstrate the proper method of determining the state of, and maintenance required to correct deficiencies in, the above diesel-electric propulsion components, following all applicable safety precautions.*

7.01 **Troubleshoot** a diesel-electric propulsion control system IAW the Manufacturers Technical Manual, the Naval Ships Technical Manual Chapter 235 Electric Propulsion Installations, Chapter 300 Electric Plant General, and Chapter 310 Electric Power Generators and Conversion Equipment.

Intent: *The member should understand the theory of operation of a diesel-electric propulsion system including the propulsion power plant electrical characteristics, feedback circuits and components, regulation circuits and components, and monitoring circuits and components, to include connections, exciters, main contactors, propulsion logic, input devices, output devices, and propulsion switchboard. The member should demonstrate the proper procedure for determining faulted components in the system, isolation of the defective components, renewal of the defective components, and/or adjustment of the components to restore the propulsion control system to proper operation.*

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M. SHORE POWER INSTALLATION

4.01 **Install** the following components IAW the National Electric Code Handbook (series).

- Ballast (electronic and non-electronic)
- Circuit breaker
- Conduit
- Ground Fault Circuit Interrupter (GFCI)
- Receptacle-110 volt circuit
- Receptacle-220 volt circuit
- Single pole switch
- Three-way switch

Intent: *The member should understand the theory of operation and intended purpose of the above components. The member should demonstrate the ability to install a lighting circuit controlled from two locations. The member should demonstrate the ability to install a branch circuit requiring a GFCI from load to source with at least two convenience receptacles in the branch, on both the interior and exterior of a wall. The member should demonstrate the ability to install a 220 volt designated circuit from load to source, on the exterior of a wall. The member should understand the following requirements for bending conduit: size, number of conductors in the conduit, reaming and threading, coupling and connectors, the number of bends in a run, the radius of conduit bends and the exceptions, securing and supporting, splices and taps, bushings, and construction specification.*

4.02 Given a rigid bender (Hickey) and a one-shot bender, **bend** conduit, IAW the Manufacturers Technical Manual, to the following angles:

- 45 degrees
- 90 degrees
- Offset

Intent: *The member should understand the requirements for bending conduit to the above specifications to ensure the conduit provides the protection required for the conductors, taking into consideration, bend radius, conductor current capacity, heat dissipation and the number of conductors.*

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N. STANDARD BOAT ELECTRICAL SYSTEMS

4.01 **Maintain** the electrical system of a 41' UTB and/or 47' MLB IAW all applicable Preventative Maintenance Procedures, the Manufacturers Technical Manual, and the American Boat and Yacht (ABYC) Standards (series).

Intent: *The member should understand how to maintain one of the above systems to ensure optimal performance to include the starting circuit, charging circuit, navigation light circuit, and alarm circuits. The member should be able to demonstrate the proper method of determining the state of, and maintenance required to correct deficiencies in either of the above electrical systems, following all applicable safety precautions.*

4.02 **Troubleshoot** the electrical system of a 41' UTB and or 47' UTB IAW the Manufacturers Technical Manual, and the American Boat and Yacht (ABYC) Standards (series).

Intent: *The member should understand the theory of operation of a UTB and /or MLB electrical system including the starting circuit, charging circuit, navigation light circuit, and alarm circuits. The member should demonstrate the proper procedure for determining faulted components in the system, isolation of the defective components, renewal of the defective components, and/or adjustment of the components to restore the UTB and /or MLB electrical system to proper operation.*

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TERMINOLOGY

AUDIT – An official examination and verification of accounts and records.

BEND – To force an object from a straight form into a curved one.

CALCULATE – Determine a value by mathematical methods, reasoning, or practical experience.

CONDUCT – To direct or control, lead, or guide.

DETECT – To discover or determine the existence, presence, or fact of.

DISPOSE – To put in a particular suitable place.

DON – To put on or dress in.

INSTALL – Place a new or modified system or equipment and/or software in service in accordance with established procedures, standards, specifications, drawings, directives, and policies.

INTERPRET – To explain or tell the meaning of.

MAINTAIN – All activities that serve to increase the mean-time-between-failure (MTBF) and/or decrease the total time inoperative (TTI) of equipment or systems.

OPERATE – To cause to function.

PERFORM – To carry out an action or pattern of behavior.

PREPARE – Plan, gather, and assemble information to produce a document (i.e. forms and schedules)

RENEW – To remove a defective component and install a unit with the same specifications in its place.

REPAIR – To restore a circuit or machinery to an as intended operational state.

RESEARCH – Systematically inquire into a subject in order to revise facts.

REVIEW - To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.

RIG – To put in condition or position for use.

SUBMIT - To prepare a report or form following a defined process and forwarding it to the prescribed authority.

TROUBLESHOOT – The process of locating and diagnosing faults in equipment by means of systemic checking or analysis and then affecting repair.

VERIFY – To determine the accuracy of recorded information by comparing to physical evidence.

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DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3303C-10 (Rev. 01-02)	**RECORD OF PERFORMANCE QUALIFICATIONS** **FS**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

RATING	**ABBREVIATION**
FOOD SERVICE SPECIALIST (Effective for the NOV 2002 Active Duty and the OCT 2003 Reserve SWE)	FS

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4	**E-5**	**E-6**
E-7	**E-8**	**E-9**

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SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

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A. FOOD PREPARATION

4.01 **Perform** three types of recipe adjustments in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.02 Using the proper knife, **chop** two different food items in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.03 Using the proper knife, **dice** two different food items in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.04 Using the proper knife, **mince** two different food items in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.05 **Cook** two items progressively from an approved weekly menu in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.06 **Prepare** Brewed coffee, Fruit punch, and Iced tea in accordance with

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7
- Product instructions

4.07 **Prepare** a bread dressing in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.08 **Prepare** poultry using the dry heat cooking method in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

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4.09 **Prepare** poultry using the moist heat cooking method in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.10 **Prepare** poultry using the fry cooking method in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.11 **Prepare** a seafood using the dry heat cooking method in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.12 **Prepare** a seafood using the moist heat cooking method in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.13 **Prepare** a seafood using the fry cooking method in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.14 **Prepare** beef using the dry heat cooking method in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.15 **Prepare** beef using the moist heat cooking method in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.16 **Prepare** beef using the fry cooking method in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

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4.17 **Prepare** pork using the dry heat cooking method in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.18 **Prepare** pork using the moist heat cooking method in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.19 **Prepare** pork using the fry cooking method in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.20 **Prepare** brown gravy in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.21 **Prepare** a white sauce in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.22 **Prepare** an uncooked sauce (i.e. Tartar sauce, Cocktail sauce) in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.23 **Prepare** a light soup in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.24 **Prepare** a heavy soup in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

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4.25 **Prepare** a cream soup in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.26 **Carve** a whole roasted turkey in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.27 **Hand-carve** a beef roast in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.28 **Slice** fabricated meat in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.29 **Prepare** eggs cooked to order in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.30 **Prepare** an omelet in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.31 **Prepare** two different simmered egg products in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.32 **Wash** fresh fruits and vegetables for consumption in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.33 **Prepare** two different uncooked salads in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

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4.34 **Prepare** two different cooked salads in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.35 **Prepare** two different fresh fruit products in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.36 **Cook** a fresh vegetable product in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

4.37 **Cook** a frozen vegetable product in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication

4.38 **Cook** a canned vegetable product in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication

4.39 **Cook** two different rice products in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication

4.40 **Cook** two different pasta products in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication

4.41 **Cook** two different potato products in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication

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4.42 **Prepare** from raw ingredients, a one crust pie in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication

4.43 **Prepare** from raw ingredients, a two crust pie in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication

4.44 **Bake** a sheet cake in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication

4.45 **Prepare** a frosting, from raw ingredients, in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication

4.46 **Frost** a cake in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication

4.47 **Prepare** from raw ingredients, two quick bread products in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication

4.48 **Prepare** two different types of cookies in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication

4.49 **Prepare** two yeast-raised bread products in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

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4.50 **Prepare** two different yeast-raised sweet dough products in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

5.01 **Draft** a two week menu for approval in accordance with:

- Professional Cooking by Wayne Gisslen
- Coast Guard Food Service Manual, COMDTINST M4061.5 (series)
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7
- Food Service Management NAVSUP P-486 Volume 1

5.02 **Draft** a load guide for a two-week deployment using an approved 2 week cycle menu in accordance with:

- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7
- Food Service Management NAVSUP P-486 Volume 1
- Coast Guard Food Service Manual, COMDTINST M4061.5 (series)

5.03 **Draft** a work flow plan for a specialty meal (i.e. Holiday, Special event) in accordance with:

- Professional Cooking by Wayne Gisslen
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7
- Food Service Management NAVSUP P-486 Volume 1
- NAVSUP form 1090

5.04 **Demonstrate** how to modify a currently used recipe to reduce calories and fat in accordance with:

- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7
- Coast Guard Wellness Manual, COMDTINST M6200.1 (series)
- Professional Cooking by Wayne Gisslen

6.01 **Draft** a six week cycle menu for approval in accordance with:

- Professional Cooking by Wayne Gisslen
- Coast Guard Food Service Manual, COMDTINST M4061.5 (series)
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7
- Food Service Management NAVSUP P-486 Volume 1

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6.02 **Draft** a load guide for a six-week deployment using an approved six-week cycle menu in accordance with:

- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7
- Food Service Management NAVSUP P-486 Volume 1
- Coast Guard Food Service Manual, COMDTINST M4061.5 (series)

B. UTENSILS AND EQUIPMENT

NOTE: All Coast Guard Dining Facilities and equipment are to be operated using the safety guidelines in accordance with Professional Cooking by Wayne Gisslen, Manufacturers Safety Instructions, or Unit Safety Instructions.

4.01 **Operate** and **secure** a gas or electric range in accordance with:

- Professional Cooking by Wayne Gisslen
- Manufacturers operating instructions

4.02 **Set up**, **operate**, and **secure** a dishwashing machine in accordance with:

- Professional Cooking by Wayne Gisslen
- Manufacturers operating instructions

4.03 **Demonstrate** manual dishwashing procedures in accordance with:

- Professional Cooking by Wayne Gisslen
- Food Service Sanitation Manual COMDTINST M6240.4 (series)

4.04 **Set up**, **operate**, and **secure** a deep fat fryer in accordance with:

- Professional Cooking by Wayne Gisslen
- Manufacturers operating instructions

4.05 **Operate** and **secure** a steam-jacketed kettle in accordance with:

- Professional Cooking by Wayne Gisslen
- Manufacturers operating instructions

4.06 **Set up**, **operate**, and **secure** an electric food mixer in accordance with:

- Professional Cooking by Wayne Gisslen
- Manufacturers operating instructions

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4.07 **Set up**, **operate**, and **secure** a coffee machine, a juice dispenser, and a milk dispenser in accordance with:

- Professional Cooking by Wayne Gisslen
- Manufacturers operating instructions

4.08 **Set up**, **operate**, and **secure** a meat slicer in accordance with:

- Professional Cooking by Wayne Gisslen
- Manufacturers operating instructions

4.09 **Set up**, **operate**, and **secure** an electric toaster in accordance with:

- Professional Cooking by Wayne Gisslen
- Manufacturers operating instructions

4.10 **Set up**, **operate**, and **secure** a gas or electric griddle in accordance with:

- Professional Cooking by Wayne Gisslen
- Manufacturers operating instructions

4.11 **Set up**, **operate**, and **secure** a gas or electric, conventional, or convection oven in accordance with:

- Professional Cooking by Wayne Gisslen
- Manufacturers operating instructions

4.12 **Set up**, **operate**, and **secure** a steamer in accordance with:

- Professional Cooking by Wayne Gisslen
- Manufacturers operating instructions

4.13 **Set up**, **operate**, and **secure** a steam table in accordance with:

- Professional Cooking by Wayne Gisslen
- Manufacturers operating instructions

4.14 **Set up**, **operate**, and **secure** a chilled salad bar in accordance with:

- Professional Cooking by Wayne Gisslen
- Manufacturers operating instructions

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4.15 **Set up**, **operate**, and **secure** a proof box in accordance with:

- Professional Cooking by Wayne Gisslen
- Manufacturers operating instructions

4.16 **Sharpen** by hand a chef's knife, a boning knife, and a paring knife in accordance with:

- Professional Cooking by Wayne Gisslen

4.17 **Steel** a chef's knife, a boning knife, and a paring knife in accordance with:

- Professional Cooking by Wayne Gisslen

C. SAFETY AND SANITATION

4.01 **Maintain** personal hygiene in accordance with:

- Food Service Sanitation Manual, COMDTINST M6240.4 (series)
- Professional Cooking by Wayne Gisslen

4.02 **Store** leftover food in accordance with:

- Food Service Sanitation Manual, COMDTINST M6240.4 (series)
- Professional Cooking by Wayne Gisslen

4.03 **Clean** and **sanitize** a gas or electric range in accordance with:

- Professional Cooking by Wayne Gisslen
- Food Service Sanitation Manual, COMDTINST M6240.4 (series**)**
- Food Service Management NAVSUP P-486 Volume 1
- Manufacturers operating instructions

4.04 **Clean** and **sanitize** a gas or electric griddle in accordance with:

- Professional Cooking by Wayne Gisslen
- Food Service Sanitation Manual, COMDTINST M6240.4 (series)
- Food Service Management NAVSUP P-486 Volume 1
- Manufacturers operating instructions

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4.05 **Clean** and **sanitize** a gas or electric, conventional or convection oven in accordance with:

- Professional Cooking by Wayne Gisslen
- Food Service Sanitation Manual, COMDTINST M6240.4 (series)
- Food Service Management NAVSUP P-486 Volume 1
- Manufacturers operating instructions

4.06 **Clean** and **sanitize** a dishwashing machine in accordance with:

- Professional Cooking by Wayne Gisslen
- Food Service Sanitation Manual, COMDTINST M6240.4 (series)
- Food Service Management NAVSUP P-486 Volume 1
- Manufacturers operating instructions

4.07 **Clean** and **sanitize** a deep-fat fryer in accordance with:

- Professional Cooking by Wayne Gisslen
- Food Service Sanitation Manual, COMDTINST M6240.4 (series)
- Food Service Management NAVSUP P-486 Volume 1
- Manufacturers operating instructions

4.08 **Clean** and **sanitize** a steam-jacketed kettle in accordance with:

- Professional Cooking by Wayne Gisslen
- Food Service Sanitation Manual, COMDTINST M6240.4 (series)
- Food Service Management NAVSUP P-486 Volume 1
- Manufacturers operating instructions

4.09 **Clean** and **sanitize** an electric food mixer in accordance with:

- Professional Cooking by Wayne Gisslen
- Food Service Sanitation Manual, COMDTINST M6240.4 (series)
- Food Service Management NAVSUP P-486 Volume 1
- Manufacturers operating instructions

4.10 **Clean** and **sanitize** a juice machine in accordance with:

- Professional Cooking by Wayne Gisslen
- Food Service Sanitation Manual, COMDTINST M6240.4 (series)
- Food Service Management NAVSUP P-486 Volume 1
- Manufacturers operating instructions

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4.11 **Clean** and **sanitize** a coffee machine in accordance with:

- Professional Cooking by Wayne Gisslen
- Food Service Sanitation Manual, COMDTINST M6240.4 (series)
- Food Service Management NAVSUP P-486 Volume 1
- Manufacturers operating instructions

4.12 **Clean** and **sanitize** a milk machine in accordance with:

- Professional Cooking by Wayne Gisslen
- Food Service Sanitation Manual, COMDTINST M6240.4 (series)
- Food Service Management NAVSUP P-486 Volume 1
- Manufacturers operating instructions

4.13 **Clean** and **sanitize** a meat slicer in accordance with:

- Professional Cooking by Wayne Gisslen
- Food Service Sanitation Manual, COMDTINST M6240.4 (series)
- Food Service Management NAVSUP P-486 Volume 1
- Manufacturers operating instructions

4.14 **Clean** and **sanitize** an electric toaster in accordance with:

- Professional Cooking by Wayne Gisslen
- Food Service Sanitation Manual, COMDTINST M6240.4 (series)
- Food Service Management NAVSUP P-486 Volume 1
- Manufacturers operating instructions

4.15 **Clean** and **sanitize** all food contact surfaces in accordance with:

- Professional Cooking by Wayne Gisslen
- Food Service Sanitation Manual, COMDTINST M6240.4 (series)
- Food Service Management NAVSUP P-486 Volume 1
- Manufacturers operating instructions

4.16 **Clean** and **sanitize** non-food contact surfaces within food service spaces in accordance with:

- Professional Cooking by Wayne Gisslen
- Food Service Sanitation Manual, COMDTINST M6240.4 (series)
- Food Service Management NAVSUP P-486 Volume 1
- Manufacturers operating instructions

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5.01 **Verify** and **inspect** that authorized food items received are in compliance with specifications in accordance with:

- Professional Cooking by Wayne Gisslen
- Food Service Sanitation Manual, COMDTINST M6240.4 (series)
- Coast Guard Food Service Manual COMDTINST M4061.5 (series)
- Federal Supply Catalog, FSC Group 89 Subsistence

5.02 **Inspect** all food handlers for compliance to hygiene and uniform standards in accordance with:

- Professional Cooking by Wayne Gisslen
- Food Service Sanitation Manual, COMDTINST M6240.4 (series)

D. Procurement

5.01 **Purchase** food service utensils and/or equipment from federal supply system and commercial sources in accordance with:

- USCG Finance Center Standard Operating Procedures, M7000.1
- Property Management Manual , COMDTINST M4500.5 (series)

5.02 **Prepare** a procurement request, DOT F 4200.1.1 in accordance with:

- Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series)

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5.03 **Construct** a basic Procurement Instrument Identification Code (PIIN) and/or Departmental Accounting & Financial Information System (DAFIS) for the following documents

- ◆ SF-44 Purchase order-Invoice-Voucher
- ◆ DD-1149 Requisition & Invoice/Shipping Document
- ◆ OF-347 Order for supplies and services
- ◆ DD-1449 Solicitation/Contract/order for Commercial items Amendment SF-30
- ◆ Credit card purchase
- ◆ SF 1165 Receipt for Cash Sub-Voucher

In accordance with:

- Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series)
- Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series)
- USCG Finance Center Standard Operating Procedures, M7000.1

5.04 **Construct** the following documents manually,

- ◆ SF-44 Purchase order-Invoice-Voucher
- ◆ DD-1149 Requisition & Invoice/Shipping Document
- ◆ OF-347 Order for supplies and services
- ◆ OF 347 Blanket Purchase Agreement
- ◆ DD-1449 Solicitation/Contract/order for Commercial items Amendment SF-30
- ◆ SF 1165 Receipt for Cash-Sub Voucher

In accordance with:

- Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series)
- Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series)
- USCG Finance Center Standard Operating Procedures, M7000.1

5.05 **Construct** an accounting line for a CGDF food purchase in accordance with:

- USCG Finance Center Standard Operating Procedures, M7000.1

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E. RECEIPT AND STORAGE

5.01 **Verify** a received food purchase receipt for accuracy in accordance with:

- Professional Cooking by Wayne Gisslen
- Coast Guard Food Service Manual, COMDTINST M4061.5 (series)

5.02 **Store** dry food items in accordance with

- Professional Cooking by Wayne Gisslen
- Coast Guard Food Service Manual, COMDTINST M4061.5 (series)
- Food Service Sanitation Manual, COMDTINST M6240.4 (series)

5.03 **Store** frozen food items in accordance with

- Professional Cooking by Wayne Gisslen
- Coast Guard Food Service Manual COMDTINST M4061.5
- Food Service Sanitation Manual, COMDTINST M6240.4 (series

5.04 **Store** refrigerated food items in accordance with

- Professional Cooking by Wayne Gisslen
- Coast Guard Food Service Manual COMDTINST M4061.5 (series)
- Food Service Sanitation Manual, COMDTINST M6240.4 (series)

F. TRAINING

5.01 **Deliver** a presentation to food service personnel on the basic principles of nutrition in accordance with

- Professional Cooking by Wayne Gisslen
- Coast Guard Food Service Manual COMDTINST M4061.5 (series)
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

7.01 **Train** subordinates with sections G 5.01 through G 5.10 in management procedures necessary to operate a Coast Guard Dining Facility in accordance with:

- Coast Guard Food Service Manual COMDTINST M4061.5 (series)
- Enlisted Qualifications Manual COMDTINST 1414.8 (series)

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7.02 **Deliver** a presentation for Coast Guard Dinning Facility patrons on healthy eating habits to include daily caloric, and nutrient intake in accordance with:

- Professional Cooking by Wayne Gisslen
- Coast Guard Food Service Manual, COMDTINST M4061.5 (series)
- Armed Forces Recipe Service (AFRS) NAVSUP Publication 7

G. PAPERWORK AND INVENTORY MANAGEMENT

5.01 **Prepare** an end of the month "physical inventory" for Purchase Vs Allowance Inventory Control System in accordance with:

- Coast Guard Food Service Manual, COMDTINST M4061.5 (series)

5.02 **Prepare** an end of the month "Book Inventory" for the Perpetual Inventory Control System in accordance with:

- Coast Guard Food Service Manual, COMDTINST M4061.5 (series)

5.03 **Prepare** an end of the month "Physical Inventory" for the Perpetual Inventory Control System in accordance with:

- Coast Guard Food Service Manual, COMDTINST M4061.5 (series)

5.04 **Collect**, **account for**, **secure**, and **transmit** monetary funds in accordance with:

- Coast Guard Food Service Manual, COMDTINST M4061.5 (series)

5.05 **Complete** the following documents using the current BDFA Message, current Meal Rate message, and Vendor invoices/Receipts for Purchases Vs. Allowance Inventory System.

- ◆ CG 2581 Issue Sales Slip/Sale of stores/Transfer of stores
- ◆ CG 3123 Daily and Summary Ration Memorandum
- ◆ CG 3471 Daily Ration Cost Record
- ◆ CG 3476 Individual Credit Account
- ◆ CG 4261 Provision Inventory Report
- ◆ CG 5269 Report of Survey

In accordance with

- Coast Guard Food Service Manual COMDTINST M4061.5
- USCG Finance Center Standard Operating Procedures, M7000.1

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5.06 **Complete** the CG 2576, Coast Guard Dining Facility Operating Statement (CGDFOS) using the Purchases Vs. Allowance Inventory Control System and all necessary data from the completed documents below:

- ◆ CG 2576 Dining Facility Operating Statement from the previous month
- ◆ CG 2581 Issue Sales Slip/Sale of stores/Transfer of stores
- ◆ CG 3123 Daily and Summary Ration Memorandum
- ◆ CG 3471 Daily Ration Cost Record
- ◆ CG 3476 Individual Credit Account
- ◆ CG 4261 Provision Inventory Report
- ◆ CG 5269 Report of Survey
- ◆ DD 1149 for AMIO OPS
- ◆ Acknowledgement of Collections Receipt
- ◆ Letter of Transmittal
- ◆ Call Record Sheet

In accordance with

- Coast Guard Food Service Manual, COMDTINST M4061.5 (series)
- USCG Finance Center Standard Operating Procedures, M7000.1

5.07 **Complete** the following documents using the current BDFA message, current meal rate message, and vendor invoices/receipts for a Perpetual Inventory System.

- ◆ CG 2581 Issue Sales Slip/Sale of stores/Transfer of stores
- ◆ CG 3114 Inventory Adjustment Form
- ◆ CG 3123 Daily and Summary Ration Memorandum
- ◆ CG 3469 Provision Inventory Control Record
- ◆ CG 3471 Daily Ration Cost Record
- ◆ CG 3476 Individual Credit Account
- ◆ CG 4246 or NAVSUP 766 Provision Inventory Ledger Cards
- ◆ CG 4261 Provision Inventory Report
- ◆ CG 4901 Meal Sign In Sheet
- ◆ CG 5269 Report of Survey

In accordance with

- Coast Guard Food Service Manual, COMDTINST M4061.5 (series)
- USCG Finance Center Standard Operating Procedures, M7000.1

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5.08 **Complete** the CG 2576, Coast Guard Dining Facility Operating Statement (CGDFOS) using the Perpetual Inventory Control System and all necessary data from the completed documents below:

- ◆ CG 2576 Dining Facility Operating Statement from the previous month
- ◆ CG 2581 Issue Sales Slip/Sale of stores/Transfer of stores
- ◆ CG 3114 Inventory Adjustment Form
- ◆ CG 3123 Daily and Summary Ration Memorandum
- ◆ CG 3469 Provision Inventory Control Record
- ◆ CG 3471 Daily Ration Cost Record
- ◆ CG 3476 Individual Credit Account
- ◆ CG 4246 or NAVSUP 766 Provision Inventory Ledger Cards
- ◆ CG 4261 Provision Inventory Report
- ◆ CG 4901 Meal Sign In Sheet
- ◆ CG 5269 Report of Survey
- ◆ Letters of Transmittal
- ◆ Acknowledgement of Collections Receipt
- ◆ Call Record Sheets

In accordance with

- Coast Guard Food Service Manual, COMDTINST M4061.5 (series)
- USCG Finance Center Standard Operating Procedures, M7000.1

5.09 **Demonstrate** the proper procedures for the relief of the Food Services Officer (FSO) for the following

- ◆ Informal Relief
- ◆ Formal Relief

In accordance with

- Coast Guard Food Service Manual, COMDTINST M4061.5 (series)

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DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3303C-12 (Rev.01-02)	**RECORD OF PERFORMANCE QUALIFICATIONS** **GM**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

RATING	**ABBREVIATION**
GUNNER'S MATE (Effective for the NOV 2002 Active Duty and the OCT 2003 Reserve SWE)	GM

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4	**E-5**	**E-6**
E-7	**E-8**	**E-9**

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SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

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A. SMALL ARMS AND MACHINE GUNS (.50 cal and below ONLY)

4.01 **Fire** the standard small arms and machine guns in use in the Coast Guard with the exception of the Winchester model .375 HH magnum IAW Ordnance Manual, COMDTINST M8000.2 (series).

4.02 **Perform** preventive maintenance on standard small arms and machine guns in use in the Coast Guard IAW OPNAVINST 4790.4 (series), TM9-1005-249-10, Remington field service manual, TM9-1005-224-10, SW361-AB-MMO-010, SWW370-AA-OPI-010, and Ordnance Manual, COMDTINST M8000.2 (series).

4.03 **Perform** corrective actions for malfunctions and stoppages that occur when firing standard small arms and machine guns in use in the Coast Guard IAW Ordnance Manual, COMDTINST M8000.2 (series), Remington field service manual, TM9-1005-224-10, TM9-1005-213-10, TM9-1005-249-24&P, TM9-1005-317-23, SW361-AB-MMO-010, SW370-AA-OPI-010, SW370-AA-MMO-010, FM23-65, and FM23-67.

4.04 **Train** personnel in small arms performance qualification standards (PQS) IAW Ordnance Manual, COMDTINST M8000.2 (series) and Cutter Training and Qualification Manual, COMDTINST 3502.4 (series).

5.01 **Conduct** a prefire brief for machine guns IAW Ordnance Manual, COMDTINST M8000.2 (series).

B. PYROTECHNICS AND AMMUNITION

4.01 **Handle** ammunition and pyrotechnics IAW Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP 4, NAVSEA OP 5, NAVSEA OP 3347, TW010-AC-MMA-010, TW010-AC-ORD-030, SW050-AB-MMA-010, SW010-AB-GTP-010, SG420-AP-MMA-010, OP 1014, OP 2173, OP 3565 volume 1 and volume 2 Parts 1 & 2, and 40 CFR 260-270 [Military Munitions Rule (MMR)].

4.02 **Inspect** ammunition and pyrotechnics IAW Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP 4, NAVSEA OP 5, NAVSEA OP 3347, TW010-AC-MMA-010, TW010-AC-ORD-030, TW024-AA-ORD-010, SW050-AB-MMA-010, and 40 CFR 260-270 [Military Munitions Rule (MMR)].

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4.03 **Stow** ammunition and pyrotechnics IAW Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP4, NAVSEA OP5, NAVSEA OP 3347, TW010-AC-MMA-010, TW010-AC-ORD-030, SW050-AB-MMA-010, SW020-AC-SAF-010, and 40 CFR 260-270 [Military Munitions Rule (MMR)].

4.04 **Activate** all Coast Guard pyrotechnics IAW Ordnance Manual, COMDTINST M8000.2 (series) and SW050-AB-MMA-010.

5.01 **Demonstrate** the procedures for emergency disposal of ammunition and pyrotechnics IAW Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP 4, SW300-BC-SAF-010, NAVSEA OP 5, and NAVSEA OP 3347, OP 1014.

5.02 **Prepare** disposition documentation for turn-in of unserviceable or damaged ammunition and pyrotechnics IAW Ordnance Manual, COMDTINST M8000.2 (series) and NAVSUP P-724.

C. MAGAZINES AND MAGAZINE SPRINKLER SYSTEMS

4.01 **Inspect** magazines and/or ready service lockers IAW Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP 4, NAVSEA OP 5, NAVSEA OP 3347, and OPNAVINST 4790.4 (series).

4.02 **Perform** preventive maintenance on a magazine sprinkler system in accordance with S9522-AA-HBK-010 and OPNAVINST 4790.4 (series).

4.03 **Perform** preventive maintenance on magazine sprinkler alarm sensors and panels IAW OPNAVINST 4790.4 (series) and S9522-AA-HBK-010.

5.01 **Perform** corrective maintenance on a magazine sprinkler system in accordance with S9522-AA-HBK-010 and OPNAVINST 4790.4 (series).

D. WEAPON SYSTEMS

4.01 **Perform** misfire procedures on installed weapon systems IAW Ordnance Manual, COMDTINST M8000.2 (series) and SW300-BC- SAF-010.

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4.02 **Perform** required maintenance on installed weapon systems IAW OPNAVINST 4790.4 (series) and Maintenance Requirement Cards (MRCs).

Intent: To include the 3M system, hydraulic systems, electrical and electronic circuits.

5.01 **Troubleshoot** installed weapon systems IAW applicable system technical references and publications.

Intent: Under limited supervision, GM must be able to isolate and identify casualties.

5.02 **Train** personnel to man all stations on installed weapon systems IAW COMDTINST M3502.4 (series).

5.03 **Conduct** a prefire brief for Mk 38 Weapon System IAW Ordnance Manual, COMDTINST M8000.2 (series).

5.04 **Perform** the duties of mount captain at general quarters conditions I and III on installed weapon systems IAW Cutter Training and Qualification Manual, COMDTINST M3502.4 (series).

6.01 **Evaluate** alignment of installed weapon systems IAW SW225-CF- CSA 010, SW225-CG-CSA-010, SW225-AO-MMA-010/OP 762, SW314-AO - INS-A20, and SW360-AB-MMO-010.

6.02 **Conduct** a prefire brief for installed weapon systems IAW Ordnance Manual, COMDTINST M8000.2 (series).

6.03 **Perform** duties of work center supervisor for operations and maintenance of installed weapon systems IAW OPNAVINST 4790.4 (series) and Ordnance Manual, COMDTINST M8000.2 (series).

6.04 **Evaluate** operational readiness of installed weapon systems using applicable MLC checklists IAW Ordnance Manual, COMDTINST M8000.2 (series).

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E. ORDNANCE ADMINISTRATION

4.01 **Maintain** an ammunition inventory using master stock records, lot locator cards, or Retail Ordnance Logistics Management System (ROLMS) IAW Ordnance Manual, COMDTINST M8000.2 (series), TW024-AA-ORD-010, and NAVSUP P-724 (series).

Intent: To include Ammunition Transaction Reports (ATRs), Notices of Ammunition Reclassification (NARs), Overhead Fire (OHF) Messages, and Ammo Info Notices (AINs).

4.02 **Prepare** required logs, reports, and records IAW Ordnance Manual, COMDTINST M8000.2 (series) and Directives, Publications and Reports Index, COMDTNOTE 5600.

4.03 **Prepare** documentation for all small arms and ordnance equipment transactions IAW Ordnance Manual, COMDTINST M8000.2 (series).

4.04 **Verify** a R-865 IAW Ordnance Manual, COMDTINST M8000.2 (series).

5.01 **Prepare** an ordnance repair parts requisition using CALMS, IPBs, and/or FEDLOG IAW Supply Policy and Procedures Manual, COMDTINST 4400.19 (series).

5.02 **Perform** the duties of ordnance publication custodian IAW Ordnance Publications Index, COMDTINST M8000.3 (series).

5.03 **Prepare** a weekly, quarterly, and cycle Planned Maintenance System (PMS) schedule IAW OPNAVINST 4790.4 (series).

5.04 **Prepare** Ship's Maintenance Action Form, OPNAV 4790/2K IAW OPNAVINST 4790.4 (series) and Ordnance Manual, COMDTINST M8000.2 (series).

5.05 **Prepare** Ship's Configuration Change Form, OPNAV Form 4790/CK, IAW OPNAVINST 4790.4 (series) and Ordnance Manual, COMDTINST M8000.2 (series).

5.06 **Develop** an ammunition on/off load plan IAW Ordnance Manual, COMDTINST M8000.2 (series).

5.07 **Develop** a firing plan IAW Ordnance Manual, COMDTINST M8000.2 (series).

5.08 **Prepare** a Planned Maintenance System (PMS) Feedback Report (FBR) IAW OPNAVINST 4790.4 (series) and Ordnance Manual, COMDTINST M8000.2 (series).

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5.09 **Complete** the following casualty reporting system reports IAW OPNAVINST NWP1-03.1 (series) and Casualty (CASREP) Reporting Procedures (MATERIAL), COMDTINST M3501.3 (series).

- Initial CASREP
- Update CASREP
- Correct CASREP
- Cancellation CASREP

5.10 **Submit** An ordnance budget IAW Accounting Manual, COMDTINST 7300.4 (series).

Intent: To include NAVORD.

5.11 **Complete** an inventory of ordnance department Personal Property Account (PPA) items IAW Property Management Manual, COMDTINST M4500.5 (series).

6.01 **Validate** Ship Configuration and Logistics Support Information System (SCLSIS) against installed equipment IAW Ordnance Manual, COMDTINST M8000.2 (series) and OPNAVINST 4790.4 (series)

7.01 **Review** ordnance department reports and forms IAW Ordnance Manual, COMDTINST M8000.2 (series), and Directives, Publications and Reports Index, COMDTNOTE 5600.

7.02 **Develop** the Training, Testing, and Current Operational Requirements (TTCOR) IAW Cutter Training and Qualification Manual, COMDTINST 3502.4 (series), Requirements for WSAT and FORACS Sensor Test, COMDTINST 9408.1 (series), Ordnance Manual, COMDTINST M8000.2 (series), and NAVSUP P-724.

7.03 **Sub-Allocate** Non-combat Expenditure Allowance (NCEA) to units within current AOR IAW NAVSUP P-724 and Ordnance Manual, COMDTINST M8000.2 (series).

F. ENVIRONMENTAL SAFETY FOR ORDNANCE

5.01 **Manage** an ordnance HAZMAT storage and disposal program IAW The Emergency Planning and Community Right-to-Know Act (EPCRA) and Pollution Prevention (PL), COMDTINST M16455.10 (series), Hazardous Waist Management Manual, COMDTINST M16478.1 (series), and 40 CFR 260-270 [Military Munitions Rule (MMR)].

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GLOSSARY

ACTIVATE: To turn on, or to energize.

ANALYZE: Methodically identify and evaluate: chemicals, circuits and signals used in an electronics, mechanical interaction, hydraulic, or pneumatic systems to determine the characteristics and specifications of the equipment, system or chemical.

APPLY: To use or assign to a specific purpose as relevant to the application.

AUDIT: Physically sight and count a random selection of supplies or property and document the results.

CALCULATE: Determine a value by mathematical methods, reasoning, or practical experience.

COMPLETE: Follow a process or procedure from initial identification to submission of any required reports or forms.

CONDUCT: To direct an action or evolution as the leader (supervisor).

DEMONSTRATE: To show proficiency in accomplishing a task by simulation or actual performance without actual follow through due to safety or efficiency consequences. (Examples: Cardio-Pulmonary Resuscitation)

DEVELOP: Determine requirements from directives issued by competent authority, establish local requirements, and prepare directive for compliance.

ENERGIZE: To apply voltage to.

EVALUATE: Determine the status of an assembly, equipment, or system by comparing the results of tests, inspections, or other measurements to design specifications or established requirements.

FIRE: To discharge a firearm or weapon system.

HANDLE: To move by hand; to perform a required function in regard to (~ the commodity, such as ammunition).

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IDENTIFY: 1. To define the elements, purpose, characteristics, and input and output signals of individual electronic circuits and determine their relation to each other and the system as a whole.
2. To define the purpose, characteristics of, chemical, mechanical, hydraulic, or pneumatic inter relationships to each other as a whole.

INSPECT: Examine, test, measure, or evaluate people, spaces or equipment for installation, operation, and performance in accordance with established standards, specifications, drawings, technical manuals, directives, policies or other requirements.

INSTALL: Place a new or modified system or equipment and/or software in service in accordance with established procedures, standards, specifications, drawings, directives, and policies.

LOAD: Transfer a software program from storage media to computer memory or move material/liquid from one point to another using established procedures, standards, specifications, drawings, and directives.

LOCATE: 1. To determine or indicate place, site, or limits of. 2. To set or establish in a particular spot 3. To Find

MAINTAIN: 1. All activities that serve to increase the mean time between failure (MTBF) and/or decrease the total time inoperative (TTI) of, electronic equipment, mechanical equipment, hydraulic or pneumatic systems. (See maintenance philosophy considerations in next section.). 2. To keep up to date, logs, records and equipment maintenance (to keep up to operational standards). 3. The care and work put into property/equipment to keep it operating and productive; general repair and up keep.

MANAGE: 1. To direct or carry on business or affairs: supervise, administer. 2. efficient handling or the action of controlling something (as a weapon).

NEUTRALIZE: Deliver ordnance to an identified target until it is no longer a threat or to chemically treat an object to negate threat to environment.

OBTAIN: To physically acquire an item from storage, including completion of any required inventory records.

OPERATE: 1**.** To perform a function, or to produce an appropriate effect. 2. To cause to function.

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PERFORM: To begin a task and carry through to completion in accordance with applicable instructions and regulations.

PLACE: To put in or install an item or component in the correct location

PLAN: A detailed formulation of a program of action or to devise or project the realization or achievement of a task or program.

PREPARE: Plan, gather, and assemble information to produce a document (i.e., forms and schedules.).

PROCURE: To purchase a required item through an authorized process.

RECORD: To document required information in a record book, database, or other application for later retrieval and review.

REPAIR: To return an electronic, mechanical, hydraulic, or pneumatic assembly to operational status by replacing components.

REPORT: To gather data and provide information to higher authority in a defined format for an event.

REVIEW: To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.

SCHEDULE: To develop a plan, based on time, for allocating resources, people and equipment, and scheduling deadline to accomplish assigned tasks.

STOW: To put away, store; to lock up for safekeeping.

SUBMIT: To prepare a report or form following a defined process and forwarding it to the prescribed authority.

TRACE: To physically identify and follow a conductor, conductor bundle (electron or light) or hydraulic/pneumatic line from one termination point to another.

TRACK: To follow the course or progress of an item. (e.g. a target on a PPI or a project from submission of request to actual project completion.)

TRAIN: Convey knowledge, demonstrate skills; and measure the transfer of those skills and knowledge using a defined lesson plan and methodology.

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TROUBLESHOOT: To identify a failure at the lowest repairable level in a system or equipment following a logical process. **UPDATE**: Change existing information and records to accurately align them with correct or most recent data. **VALIDATE**: Determine if information contained in records or developed standards is accurate and applicable to current organization. **VERIFY**: To determine the accuracy of recorded information by comparing to physical evidence		

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